Sabbatical Proposal Application Form
For sabbaticals to be taken during the following academic year

*Applicant:*

*URL link to curriculum vitae:*

*Department:*

*Title of Proposal:*

*Abstract (200 words or less):*

Research [ ]  OR Development [ ]

(please choose only one)

## Optional explanation of classification of proposal (research/development)

(See abstract and proposal)

*Requested Duration One Semester* [ ]  *Full Year* [ ]

*If requesting a full year, would you accept it at half pay or take a
semester award instead? Yes* [ ]  *No* [ ]

*If awarded one semester, which would you prefer? Fall* [ ]  *Spring* [ ]

*Length of Citadel employment*

*Previous sabbatical leaves? Yes* [ ]  *No* [ ]

*If yes, state year of last leave*

*If yes, briefly describe the outcome of previous sabbatical, including citation of publications, presentations, classes taught, etc.  Attach a pdf of prior work or evidence of the results of the sabbatical*

*By checking this box,* [ ]  *you electronically "sign" this document, acknowledging that all of the information provided is correct and accurate to the best of your knowledge.*

*Name of Applicant* \_ \_\_ *Title*

*Date*

# Department Head and Dean's Endorsement

# (Dean only for Schools without Department Heads)

## Value of the proposal to department or school

## Detailed plans of department or school to adjust to the absence of the faculty member

*Rank Order (if more than one proposal from department or school)*

*Department Head Signature*

***I am supportive of the faculty member’s sabbatical application and the length of time requested****. By checking this box,* [ ]  *you electronically "sign" this document, acknowledging that all of the information provided is correct and accurate to the best of your knowledge.*

*Name*

*Date*

*Dean Signature*

***I am supportive of the faculty member’s sabbatical application and the length of time requested****. By checking this box,* [ ]  *you electronically "sign" this document, acknowledging that all of the information provided is correct and accurate to the best of your knowledge.*

*Name*

*Date*

# Sabbatical Proposal

## Objectives

## Plan for completing objectives

## Expected Results

## Describe preparations completed for sabbatical

Describe any additional financial support required for successful completion of the project

## Plan for completing project if additional funding does not materialize

## Detailed Proposal